



# TransImport Operations Guide

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## Registration

Please consult the installation guide. The operation manual assumes that TransImport has been registered.

## Important Notes for 3<sup>rd</sup> party software.

### Commas

It is beneficial that any commas are stripped out of the file presented to TransImport. For example **Address\_Line\_1** in a customer import should not have the following text  
112, 116 James Street

it should be 112-116 James Street or 112 /116 James Street for example.

TransImport will allow you to correct this on the fly however you may find it better to strip commas out of your file before importing.

### Append

TransImport will append Customer and Supplier details where the account code is the same in Sage Line 50 and in the file presented. Only the account code (unique) cannot be appended.

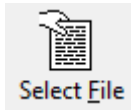
## TransImport Main Console

Once logged into TransImport you will be presented with the main console screen.

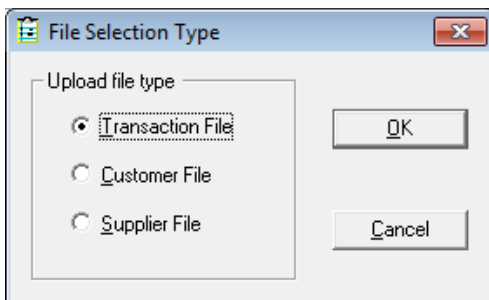
***N.B. Prior to Import we advise that you take a backup of your Sage Line 50 data.***

## Import a Customer File

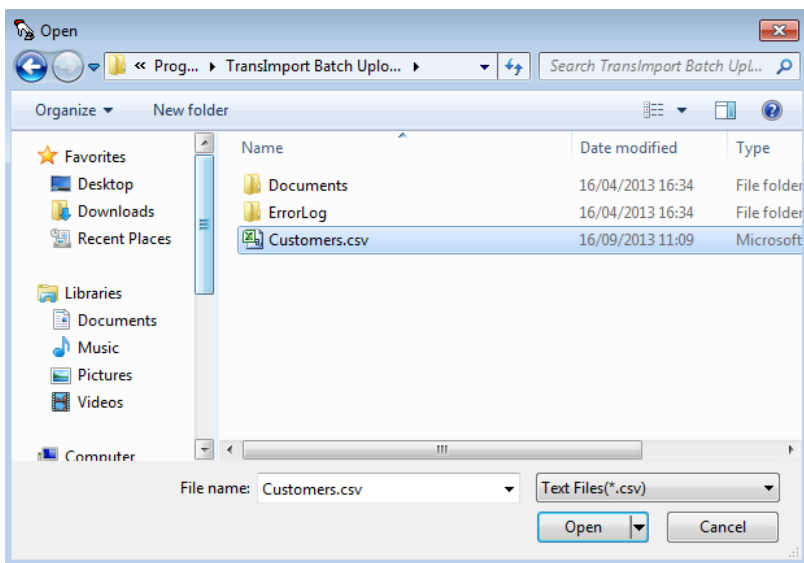
Select the following icon



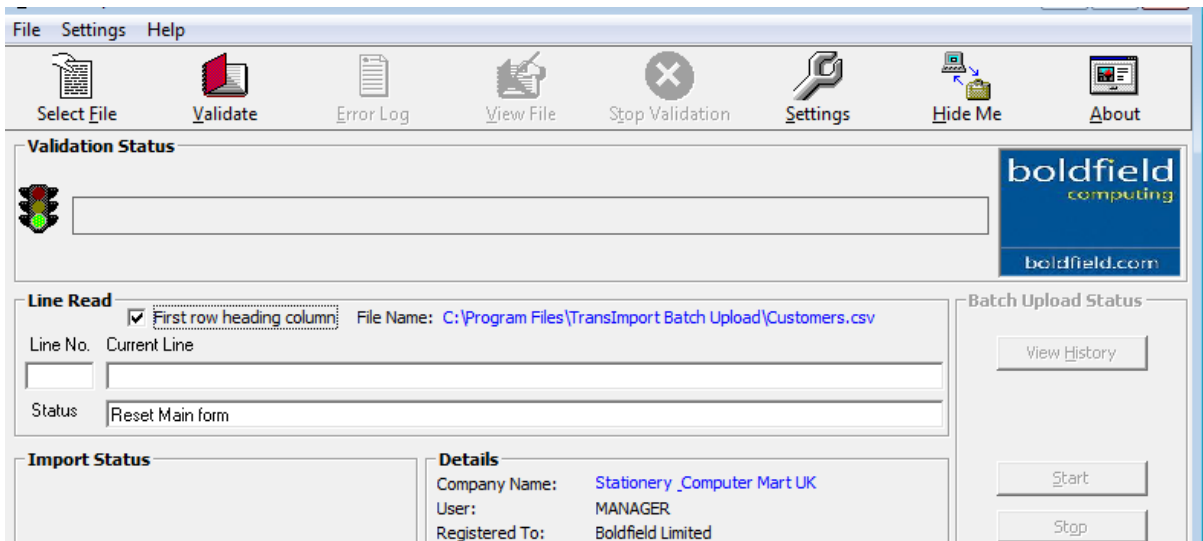
Select the Customer File type for importing Click on **OK**



Select the file that you wish to import

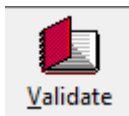


Click on **Open**



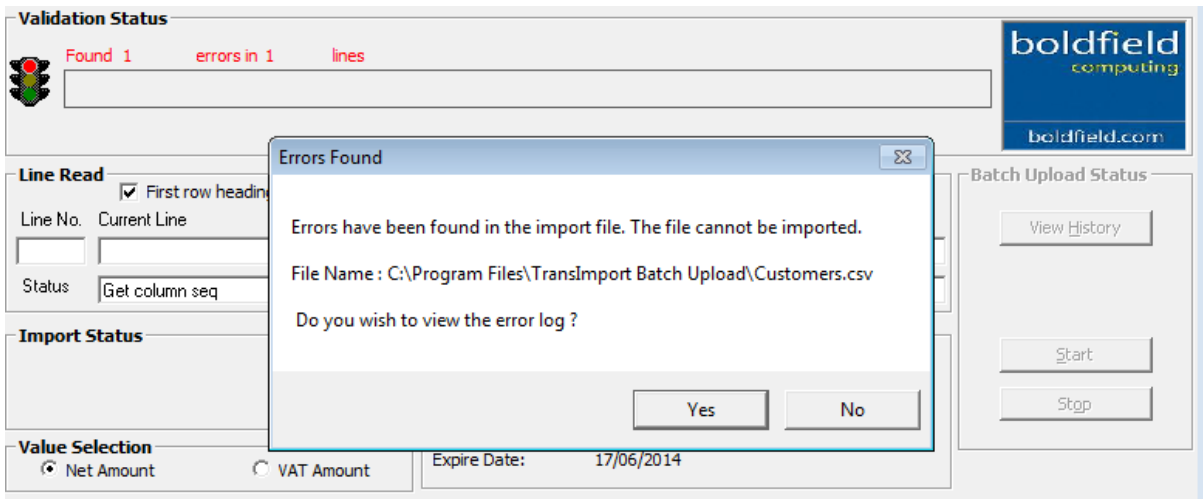
Once the file has been selected the file name will appear in blue. There is a tick box to indicate whether the first row has column headings

Once you are ready click the validate button

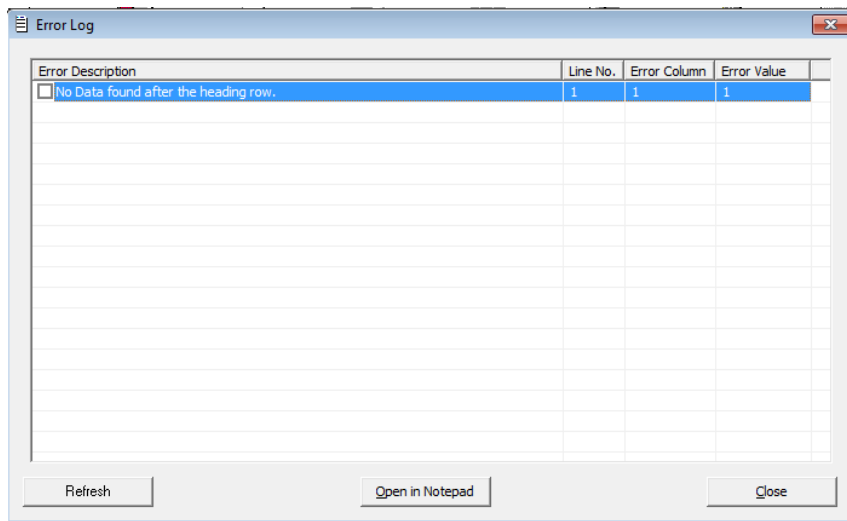


The file will now be validated.

If any errors are found you will be informed as below



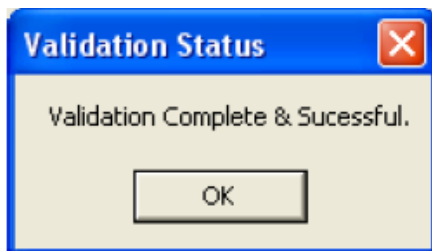
By selecting **Yes** you are given the opportunity to correct the error as this opens the error log (as shown below).



**No** takes you back to the TransImport Console (you can select the error log from here too).

Double Clicking on the error description will open the notepad and go to the specific line for correction. (Please note the instructions about **Commas**)

Once validation is successful the following prompt will appear.



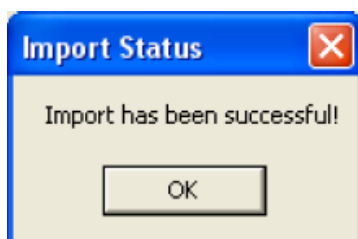
Click on **OK**. The import is now ready.

Select the following icon.



The file will now be imported into Sage Line 50.

Once the import is completed the following prompt will appear.

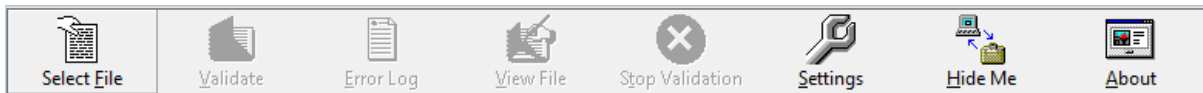


Click on **OK** and the process is now complete.

**NB** The process is exactly the same for **Supplier** and **Transaction** imports. If you possess customer and supplier files you should import these first otherwise the Transaction import is likely to fail as customer codes included here will not exist in Sage Line 50.

Please take Sage Line 50 backups prior to importing. This is for your own peace of mind.

## Screen Help and Navigation



### Menu Bar

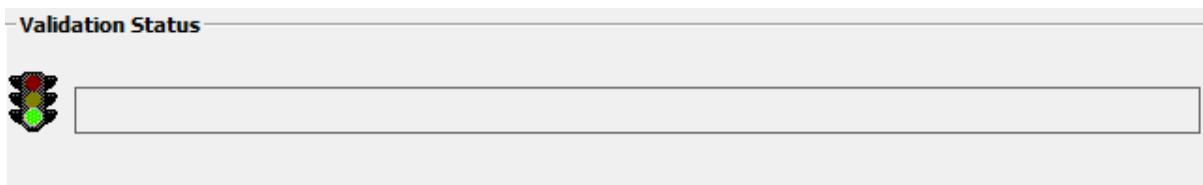
**Select File** – navigates through the import routine.

**Settings** – navigates through the Settings screen.

**Hide Me** – puts TransImport to the System tray.

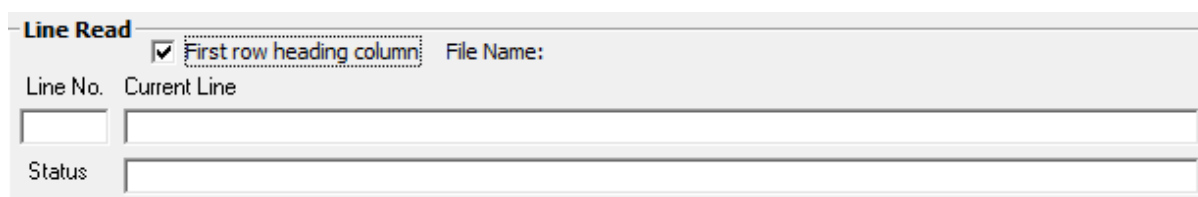
**About** – product and contact information.

### Validation Menu



Indicates the status of file Validation and Imports.

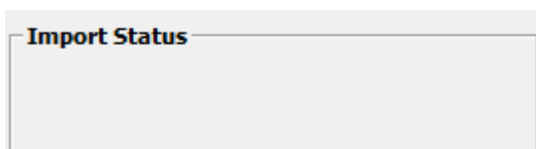
### Line Read



- **First Row** – tick this box if your import file has the field description in the first row.

- **Line Read** – Indicated the line that is being validated or imported.

### Import Status



A picture will appear to indicate data importing.

**Details**

Details	
Company Name:	Stationery_Computer Mart UK
User:	MANAGER
Registered To:	Boldfield Limited
Activation Key:	V4baAmii67A2Am6789
Expire Date:	17/06/2014

Indicates registration information.

**Transaction Values**

It is important to validate the transactional values that are being imported. Often these figures are tied up with reports from 3<sup>rd</sup> party applications.

Value Selection			
<input checked="" type="radio"/> Net Amount		<input type="radio"/> VAT Amount	
<b>Sales</b>		<b>Purchases</b>	
Net Amount	No.	Net Amount	No.
SI	0	0	0
SC	0	0	0
SA	0	0	0
<b>Bank</b>		<b>Nominal</b>	
Net Amount	No.	Debit	Credit
BP	0	0	0
BR	0	0	0
CP	0	0	0
CR	0	0	0
		<b>Credit Card</b>	
		Net Amount	No.
		VP	0
		VR	0

**Value Selection** - Toggle between viewing Net and VAT amounts in the four screen: -

**Sales**

- SI = Sales Invoices
- SC = Sales Credits
- SA = Sales On Account

**Purchases**

- PI = Purchase Invoices
- PC = Purchase Credits
- PA = Purchase On Account

**Bank**

- BP = Bank Payments
- BR = Bank Receipts
- CP = Cash Payments
- CR = Cash Receipts

**Nominal**

- Debit Value
- Credit Value

## TransImport Batch Upload Configuration

TransImport Batch Upload can automate the imports as described above. However before this seamless integration can take place TransImport Batch Upload must be configured.



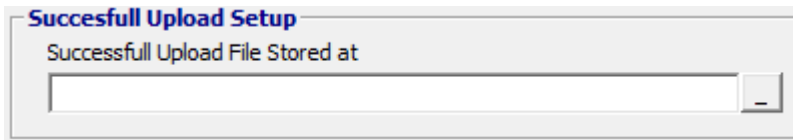
Enter **Settings** and **TransImport Batch Upload Settings**

### Source File Path

Enter the source path here – this is where TransImport will look for file imports given the subfolder names.



## Successful Upload Set-up



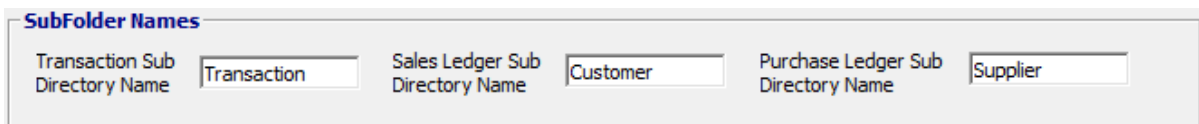
Enter the destination for successfully uploaded files – this where TransImport will move successfully imported files.

## Error Log Path



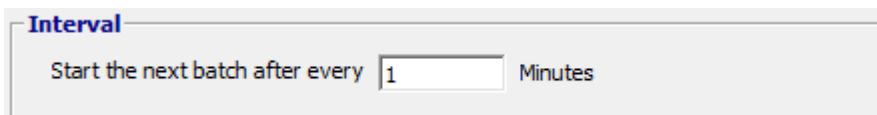
Enter the path for the log file – this file keeps an audit of updates.

## Sub Folder Names



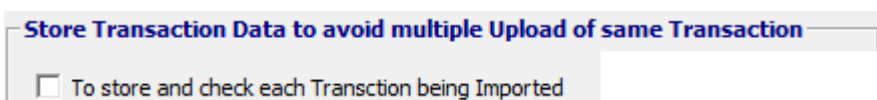
Enter the names of the folders where different import types can be found

## Interval



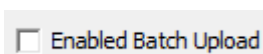
Enter the interval that you wish TransImport to inspect the import folders. This is specified in **minutes**

## Duplication



This option will slow down the import process. An access database stores the transactions that are imported. Prior to importing into Sage Line 50 the transaction import file is validated against this database so that duplicate transactions cannot be uploaded.

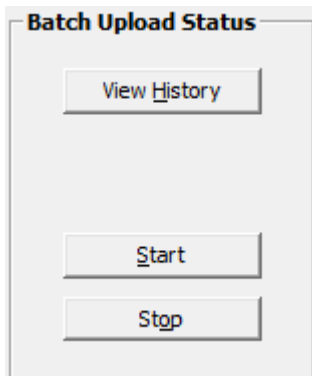
## Enable Batch upload



Tick this option to enable batch upload processing

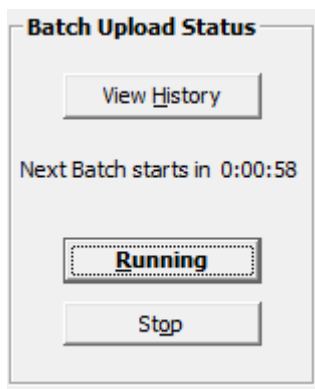
Once you have entered the required settings click on Save & Exit.

## Batch Upload Status



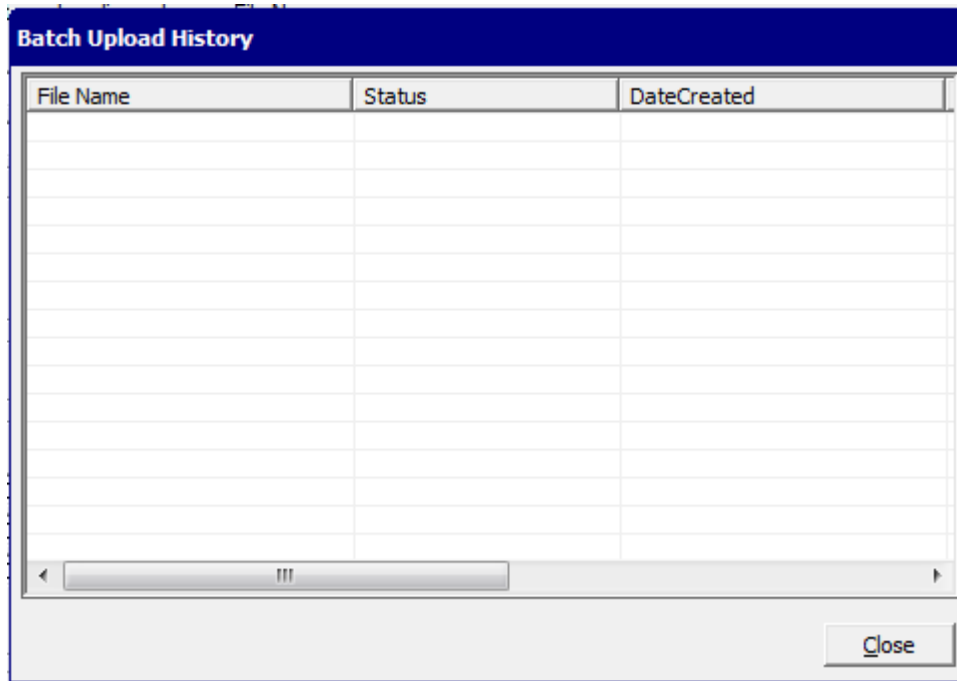
This option is now enabled.

**Select Start** to begin Batch Upload – this then displays the time before the next upload.



**Select Stop** to halt Batch Upload.

**Select View history** to view the upload history

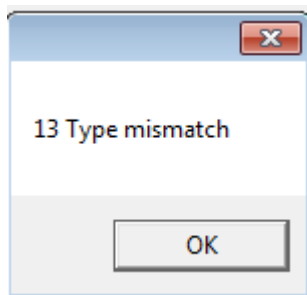


File Name	Status	DateCreated
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### Errors

There may be instances where you may receive errors when using TransImport: -

#### 13 Type Mismatch



This error usually occurs when there is a character in a numeric field. This will normally be to do with the column sequence. You can check this by going into the column sequence settings and making sure they map correctly to your import sheets

Error 91 object variable or with block not set.

This error tends to occur when the version of TransImport you are running is not quite correct. Normally upgrading your version of TransImport from our web site will resolve this issue